



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**JOB POSTING**  
**Program Specialist 4**  
**(Manager, Recovery Programs)**

**INTERIM APPOINTMENT**  
**(Interim Appointment expires September 30, 2017)**

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Program Specialist 4 to coordinate the design and implementation of all Community Disaster Block Grant – Disaster Relief (CDBG-DR) funds designated for assistance to local governments, infrastructure, public services and economic development program. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

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| <b>POSTING NUMBER:</b>  | HR-0018  | <b>ISSUE DATE:</b>   | March 27, 2013      |
| <b>TITLE:</b>           | Program Specialist 4<br>(Manager, Recovery Programs) | <b>CLOSING DATE:</b> | April 5, 2013       |
| <b>DIVISION / UNIT:</b> | Office of the Commissioner                           | <b>SALARY RANGE:</b> | \$72,252 – \$82,514 |
| <b>LOCATION:</b>        | 101 South Broad Street<br>Trenton, New Jersey        | <b>DISTRIBUTION:</b> | NATIONWIDE          |
| <b>POSITIONS:</b>       | 1  |                      |                     |

**DESCRIPTION OF MAJOR DUTIES:**

Under the direction of the Director, Sandy Recovery Division and the Commissioner of the Department of Community Affairs, coordinates the design and implementation of all Community Disaster Block Grant - Disaster Relief (CDBG-DR) funds designated for assistance to local governments, infrastructure, public services and economic development programs. Manages the design and planning of CDBG-DR recovery programs. Oversees operational budgets and performance of recovery programs regarding economic revitalization, public services, local government support, and code enforcement. Coordinates statewide non-housing recovery efforts utilizing CDGB-DR and other funding sources, ensuring collaboration and coordination among program implementers. Supports sub recipients in the design and delivery of recovery initiatives and resiliency planning. Monitors production and performance of sub recipients and contractors. Prepares updates and status reports for internal and external audiences. Oversees the provision of training and technical assistance to local government and other partners to support long term planning and recovery efforts.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:**

Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity. NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis. NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

**PREFERRED QUALIFICATIONS:**

Experience in local government operations, urban planning, public administration, or redevelopment; documented and specific experience in overseeing implementation of compliance requirements for CDBG programs is preferred. The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Human Resources Director  
New Jersey Department of Community Affairs  
**HR# 0018**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*